

# Management Information Meeting

April 21, 2000



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**Office of Human Resources**

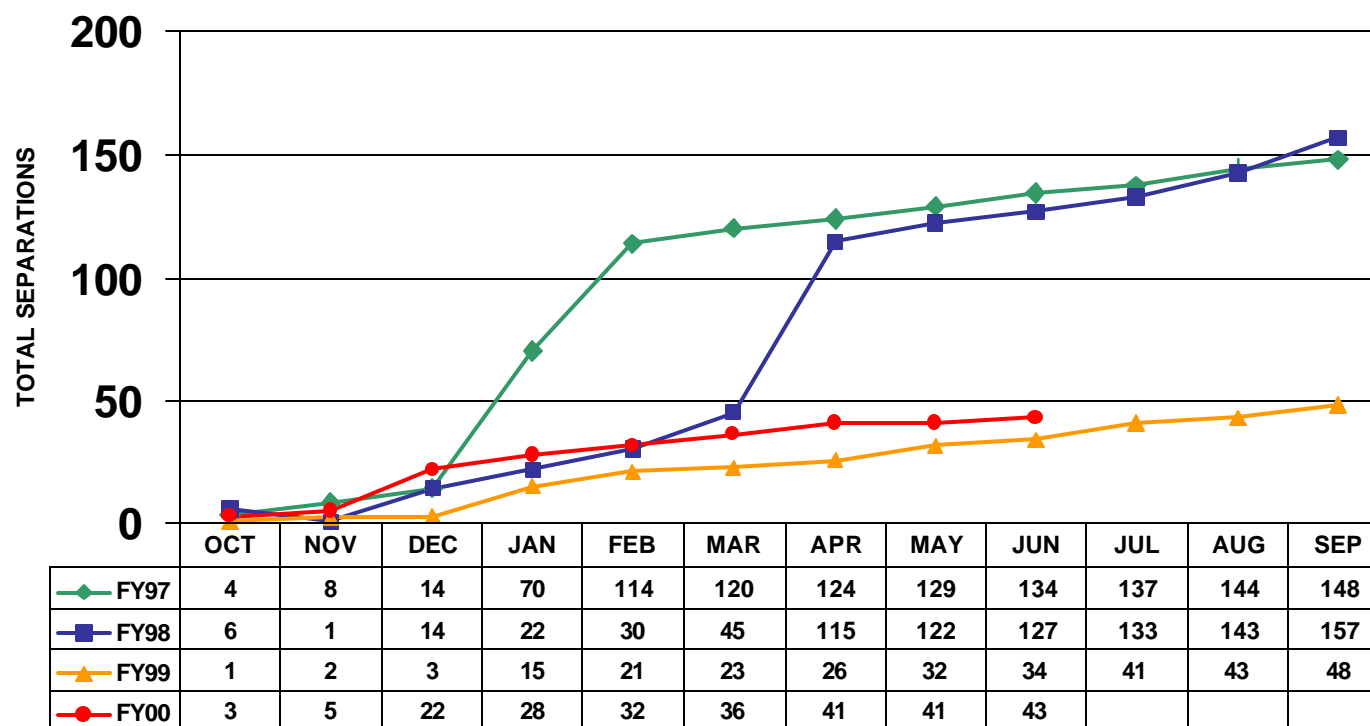
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### CUMULATIVE SEPARATIONS FY97-00



FY00 Projected Separations - 80



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### CENTER LOSS PICTURE FY00 (AS OF 04/18/00)

REASONS:	MINORITY		NONMINORITY		TOTAL
	MALE	FEMALE	MALE	FEMALE	
RETIREMENT			25	2	27
TRANSFER					
DEATH			1		1
RESIGNATION:					
CHANGE OF EMPLOYER	3	2	6		11
PERSONAL	1		1	2	4
TOTAL LOSSES	4	2	33	4	43



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### FY00 RESIGNATIONS KNOWN AS OF 04/18/00

AGE	NONMIN.		AF. AMER.		HISPANIC		ASIAN		NAT. AMER.		TOTAL
	M	F	M	F	M	F	M	F	M	F	
42+	(758) 3			(26) 1	(30) 1		(58) 1	(8) 1			7
36-41	(306) 4	(106) 1			(12) 1						6
30-35		(67) 1	(21) 1								2
27-29											
TOTAL	7	2	1	1	2		1	1			15

( ) NUMBER AT BEGINNING OF FY00



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### GRADES 14 & ABOVE POSITIONS AS OF 04/18/00

14'S	-	339	(Includes 6 Temp. Prom.)
15's	-	196	(Includes 5 Temp. Prom.)
ST'S	-	9	
SES	-	<u>25</u>	
TOTAL	-	569	(28.5% of Total CS Headcount of 1,994)



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### EMPLOYEE RELATIONS ACTIVITY BY ORGANIZATION FY00\*

ORG.	TOTAL	WHITE		AFRICAN-AMERICAN		ASIAN		HISPANIC		AMERICAN INDIAN	
		Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
0100											
0200	1			1							
0400	1			1							
0500	2	1	1								
0600											
2000											
5000											
6000	1		1								
7000	4		1		2				1		
9000											
Total	9 (9)	1	3	2	2				1		
%		11%	34%	22%	22%				11%		

( ) # Individuals Receiving Action

\* As of March 31, 2000



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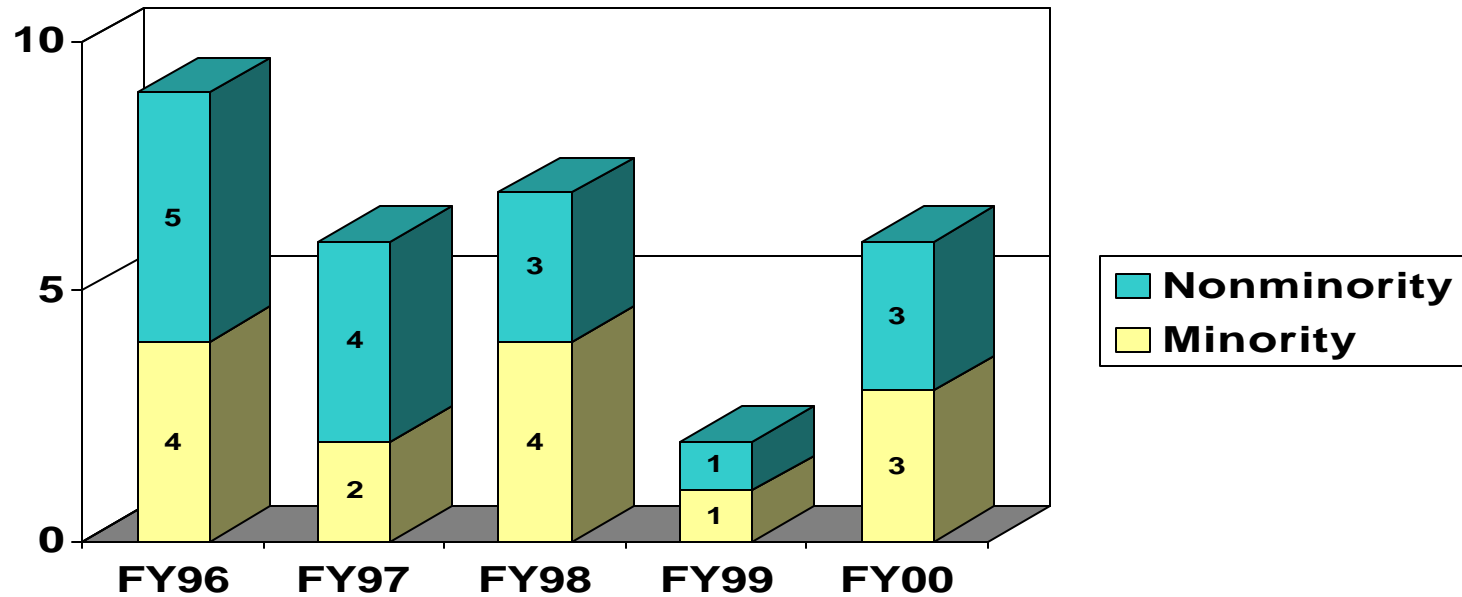


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### DISCIPLINARY/ADVERSE ACTIONS MINORITY/NONMINORITY FY96-00 (as of 03/31/00)



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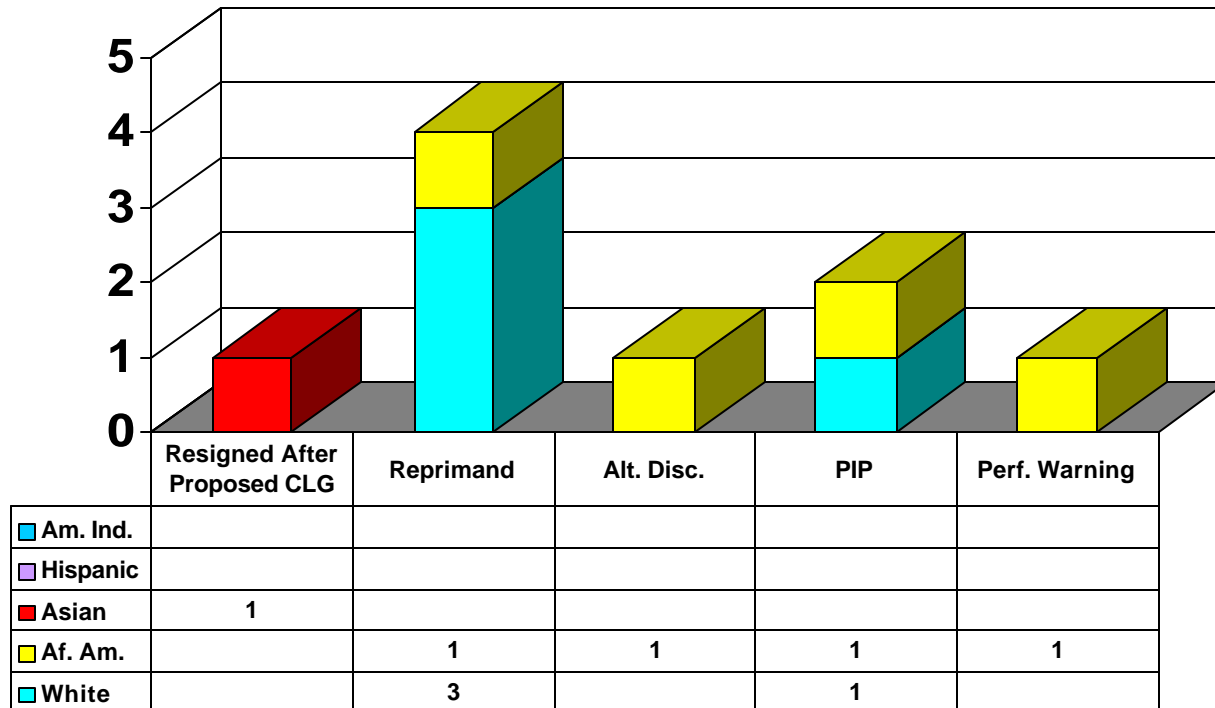
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### EMPLOYEE RELATIONS ACTIVITY MINORITY/NONMINORITY FY96-00 (as of 03/31/00)



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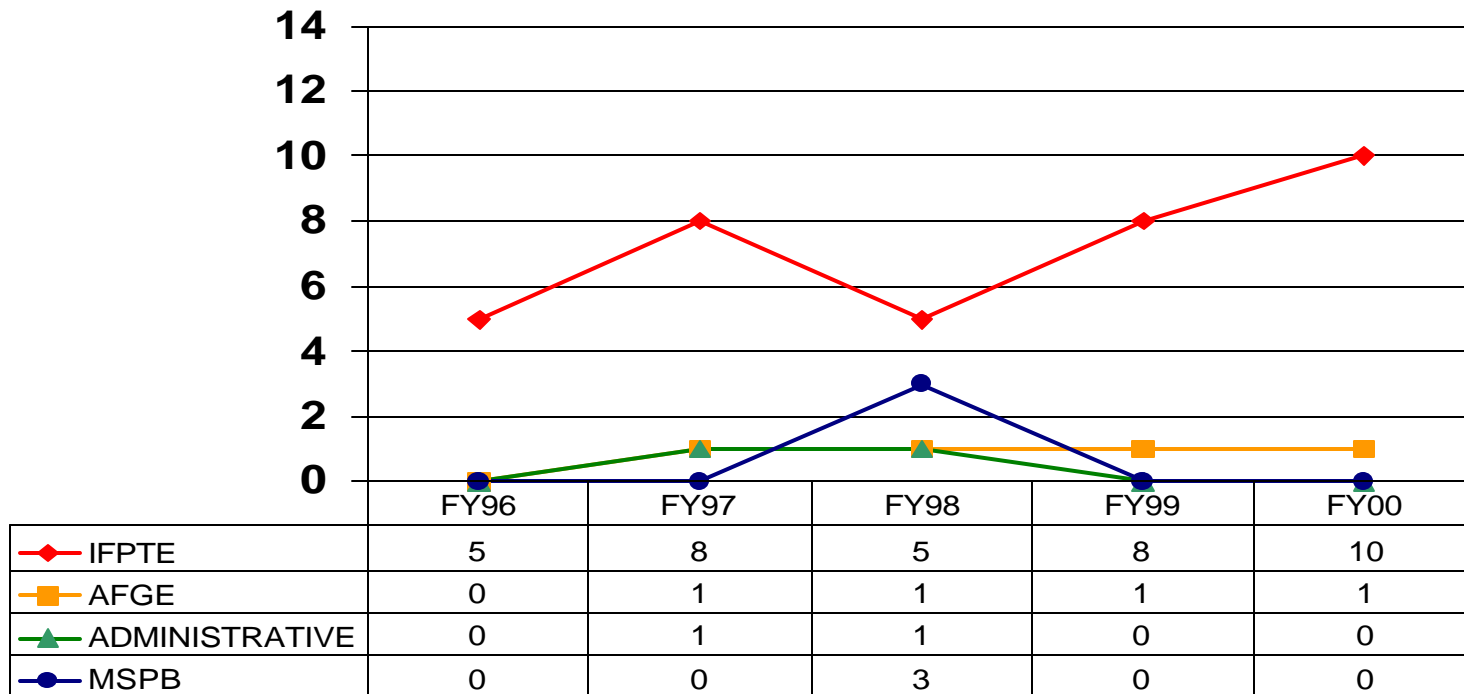




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### APPEAL/GRIEVANCE ACTIVITY FY96-00 (as of 03/31/00)



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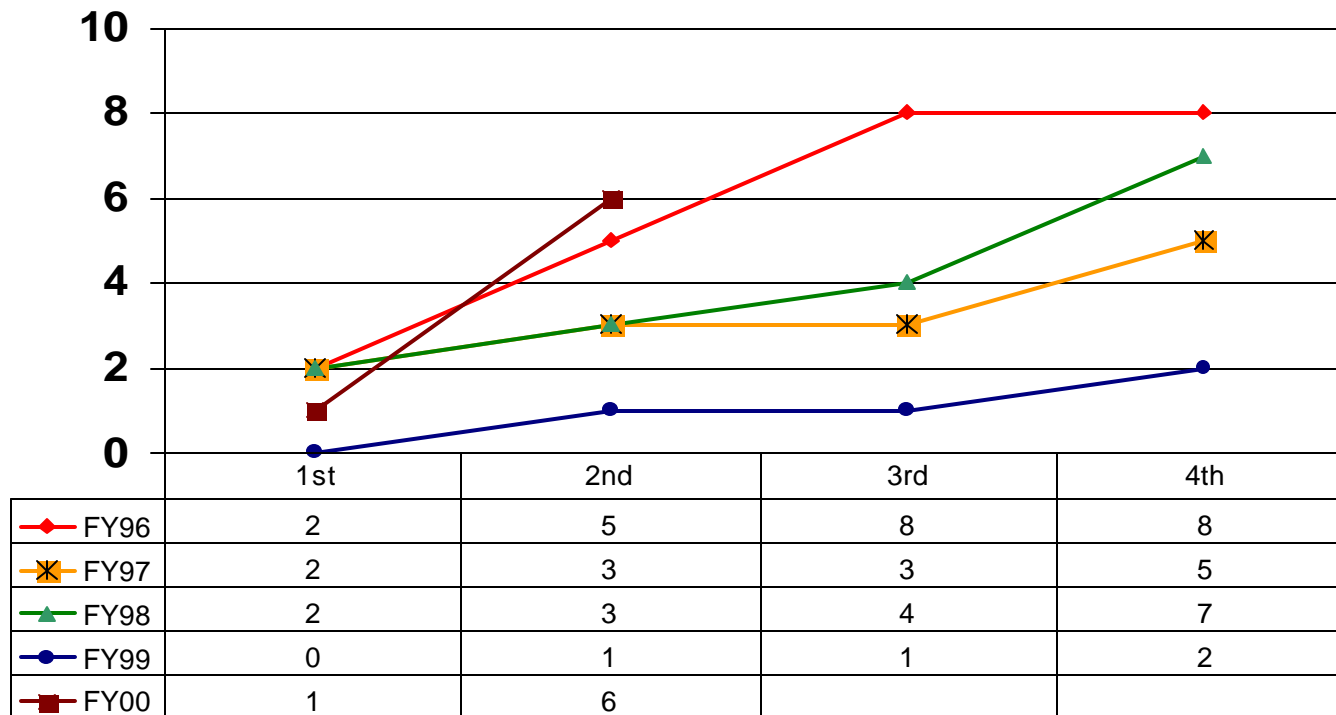
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### DISCIPLINARY/ADVERSE ACTIONS FY96-00 (as of 03/31/00)



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### DIRECTORATE BUDGETS AS OF 04/10/00 (GAA, SAA, & PA TYPE AWARDS)

<u>DIR.</u>	<u>INITIAL BUDGET</u>	<u>USED</u>	<u># OF AWARDS</u>	<u>BALANCE</u>
0100	33,041	1,000	1	32,041
0200	33,645	157	1	33,488
0400	24,716	1,000	1	23,716
0500	42,278	19,904	25	22,374
0600	54,211	1,161	7	53,050
2000	50,309	200	1	50,109
5000	290,383	18,005	33	272,378
6000	132,809	12,322	21	120,487
7000	497,908	34,439	82	463,469
9000	23,802	0	0	23,802



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### SPACE ACT AWARDS AS OF 03/31/00

ORG.	NUMBER	TOTAL \$
2000	2	\$1,600
5000	14	\$42,950



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### SUGGESTIONS PENDING

	0100	0200	0400	0500	0600	7000	9000
FY99	1		1			2	
FY00		2		1	2	7	5



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QUALITY INCREASE AWARDS		
GROUP PAY PLAN	NUMBER GRANTED	CENTER POPULATION
GS 13-15	3 (0180, 2200, 2900)	1,150

PERFORMANCE AWARDS			
GROUP PAY PLAN	NUMBER GRANTED	TOTAL DOLLARS	CENTER POPULATION
GS 7-12	1	\$1,000	487
GS 13-15	3	\$3,975	1,150
TOTAL GS	4	\$4,975	1,688
ST	4	\$26,310	9
TOTAL EXEC.	4	\$26,310	35
TOTAL ALL PAY PLANS	8	\$31,285	



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GROUP PAY PLAN	FAST CASH AWARDS	
	NUMBER GRANTED	TOTAL DOLLARS
GS 1-6	2	\$348.74
GS 7-12	14	\$2,281.10
GS 13-15	23	\$3,869.90
TOTAL GS	39	\$6,499.74
WG	7	\$1,169.56
TOTAL FWS	7	\$1,169.56
TOTAL ALL PAY PLANS	46	\$7,669.30



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SPECIAL ACT OR SERVICE AWARDS			
GROUP PAY PLAN	NUMBER GRANTED	TOTAL DOLLARS	CENTER POPULATION
GS 1-6	1	\$150	51
GS 7-12	7	\$3,875	487
GS 13-15	46	\$37,875	1,150
<b>TOTAL GS</b>	<b>54</b>	<b>\$41,900</b>	<b>1,688</b>
GM 14	2	2,400	19
<b>TOTAL GM</b>	<b>2</b>	<b>\$2,400</b>	<b>68</b>
WG	1	\$350	191
OTHER FWS	-	-	6
<b>TOTAL FWS</b>	<b>1</b>	<b>\$350</b>	<b>197</b>
<b>TOTAL ALL PAY PLANS</b>	<b>57</b>	<b>\$44,650</b>	<b>1,988</b>



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AWARD	NUMBER GRANTED	NUMBER OF EMPLOYEES	AMOUNT
GROUP MONETARY	16	79	\$44,937
INVENTION AWARDS	16	16	\$44,550
SUGGESTION AWARDS	5		\$3,162 (Tangible Benefits \$60,840)
TIME-OFF AWARDS	114	114	1,279 HOURS



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### OWCP

#### Continuation of Pay (10/01/99 Through 03/31/00)

# of employees	11
# of Full Days Used	99
# of Partial Days Used	14
Cost of COP	\$24,217.17
Total Number of Hours Lost Work	1,094.75



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### FEDERAL WORKER 2000 PRESIDENTIAL INITIATIVE

#### Mr. Goldin's Health & Safety Topic #8

NASA Centers are required to:

- Report claims to Department of Labor within 10 days of the injury
- Employees need to be aware of expectations for timely reporting
- Hold supervisors accountable for timely completion of Workers' Compensation forms
- Renew priority on safety, accident prevention, and accident investigations
- Decrease number of days away from work due to occupationally related injuries and illnesses
- Increase efforts to provide modified duty and job accommodations
- Implement proactive return to work policy, providing work consistent with medical restrictions



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### MEDICAL SERVICES OVERALL SATISFACTION RATE

March	4.69
February	4.63
January	4.58

(Scale of 0 - 5)



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### OD&TO OUTLINE

- Budget Status
- Second Quarter Highlights
  - Supervisory training
  - Other
- Upcoming in Third Quarter



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### OD&TO BUDGET STATUS

- New system is on-line. Continue to improve reports based on customer input
- Reports for first half of FY00 completed 4/7/00
- May report will reflect results of reclamation
- Overall spending profile at midyear - 30%
  - Sub-allocation: 32%
  - Center Programs: 29%



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### OD&TO SECOND QUARTER HIGHLIGHTS

- 4 Courses for New Supervisors:
  - HRM skills program (22 of 30 slots used)
  - CFO Briefing (80 of 100 slots used)
  - EEO Leadership (27 of 30 slots used)
  - Intro to Supervision (8 of 12 slots used)
- 4 Agency Programs:
  - MIP 17 and 18 (9 of 12 slots used)
  - Strategic Bus. Mngt. (20 of 3 slots used)
  - The Human Element (6 of 4 slots used)



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### OD&TO SECOND QUARTER HIGHLIGHTS (continued)

- Other Program Areas
  - Annual call for graduate study; 4 applications to be reviewed by HRP on 4/24/00
  - Brought Agency Systems Requirements Program on-site April 3-7, 2000
  - First Centerwide offering of new modular team leadership program well received



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### OD&TO UPCOMING IN THIRD QUARTER

- Ceremony to present 20 PMDP Level 1 certificates to Glenn employees May 5, 2000
- Annual call for Development Programs and Fellowships planned for June 2000
- New Employee Orientations and Accelerated Career Development Program participants
- Training on new correspondence manual



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### OD&TO UPCOMING IN THIRD QUARTER (continued)

- Supervisory Training:
  - LEP 22 (9 of 18 slots filled)
  - Procurement Briefing TBD
  - EEO Leadership TBD
- 3 Agency Programs:
  - Human Element (5 of 4 slots planned)
  - Strategic Bus Mngt (1 of 3 slots planned)
  - MEP (3 of 6 slots planned)

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### OD&TO UPCOMING IN THIRD QUARTER (continued)

- Initiative to Create an Environment for Learning at NASA
  - Essentials of Biology on May 16-17, 2000. Directorates/Offices will be allocated slots
  - Academic Learning Initiative plans identified and implementation begun
  - Intentional Learning Study in 5000 Directorate begins. John Gaff is Champion.

